



Region 1 Guide for the Idaho Child Care Program



Region 1 IdahoSTARS
8500 N. Atlas
Hayden, ID 83835

Contact us through the Idaho CareLine
Dial 2-1-1 or 1-800-926-2588
Ask for Region 1 IdahoSTARS
Child Care Resource and Referral
www.idahostars.org

TABLE OF CONTENTS

This manual is for everyone who wants to be a child care provider. It is meant to provide basic information you need to start your business. This booklet should be used as a guide to provide a safe and healthy environment for the children in your care.

Licensing Information

- State Licensing	Pages 3-6
-City of Coeur d'Alene Licensing	Page 6
Planning and Zoning	Pages 5 and 9-10
Licensing Contacts	Page 6
USDA Food Program	Page 6
ICCP General Information	Page 7
Important ICCP Contacts	Page 8
Region 1 CCR&R Info	Page 11
District 1 Health Inspection Info	Pages 11-13
Lending Library Information	Page 14

Now What After the ICCP Orientation

1. Check with your City / County Planning and Zoning Department to make sure you are able to run a business (do child care) out of your home
2. Start your Finger Printing and Background Check
3. Get your Pediatric CPR and Basic First Aid certifications
4. Bring any missing items to the Child Care Resource Center at the Panhandle Health District 8500 N. Atlas Rd. Hayden, ID 83835
5. Wait to be contacted by the Health and Safety Inspector and pass the Health and Safety Inspection
6. Wait for Post Card from the Vendor Specialist in the IdahoSTARS office in Boise
7. Call 211 or 800-926-2588 to sign up for the next available New Provider Orientation

If you fail to provide all your documentation in a timely manner (90 days) it may be necessary for you to complete a new orientation and new paperwork.

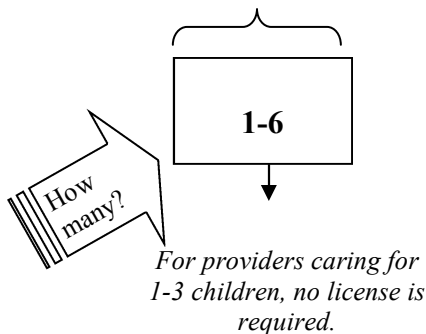


29 November 2010



****REGION 1 STATE LICENSING****
REQUIRED FOR ALL PROVIDERS RESIDING OUTSIDE
OF COEUR D'ALENE CITY LIMITS

NOTE:
You will only be eligible for payments through ICCP for the time your license is valid



Facilities caring for 4-6 children are required to complete a background check for all persons age 13 and over who have unsupervised access to the children.

NOTE:
Families must meet certain criteria & be approved by the Treasure Valley Processing Center in order to receive "In the Child's Home" care.

7-12

State License
Required
Classified: *Group*

13+

State License
Required
Classified: *Center*

Call: 2-1-1 & ask for a State Licensing Packet
You need to be fingerprinted and have a criminal history background check

Call: Local Fire Department
You need an inspection of your facility

Call: Local Planning and Zoning
You may be required to have a city permit.

Provide proof of Liability Insurance to the Vendor Specialist

You need to have a Health and Safety Inspection - will be ordered by Vendor Specialist and the Health Inspector will call you to have you come into the Health District to pay your Licensing fees. As soon as they're paid, the Health Inspector will call you back again to set up an Inspection time.

****Four (4) hours of child care training are required each year in order to receive a license renewal.**

29 November 2010

DO YOU NEED TO BE LICENSED BY THE STATE?

The **state code** requires that child care centers and group child care facilities be licensed, and that family child care and relative child care do not need to be certified or licensed, but may do so voluntarily (as long as your business resides out of Coeur d'Alene City Limits). The definitions are (for child care facilities outside of the city of Coeur d'Alene):

1. **Child Care Center:** enroll 13 or more children and must be licensed.
2. **Group Child Care Facilities:** enroll 7-12 children and must be licensed.
3. **Family Child Care Facilities:** enroll 6 or fewer children not related to provider, and are not required to be state licensed. They can, however, be licensed on a voluntary basis (usually done if the provider wishes to participate in the USDA food program).
4. **Relative Child Care:** care only for children related to the provider. No child care license is required.
5. **In-Home Child Care:** care for children in their own home. No child care license is required.

State Licenses for child care facilities are issued through the Idaho Department of Health and Welfare, Family and Children's Services. Call 2-1-1 to request a State Licensing Packet, or go to their website at: <http://www.211.idaho.gov/daycare/daycarelicensing.html>.

WHAT ARE THE STATE LICENSING REQUIREMENTS?

Licensing Fees as of July 1, 2010, are as follows:

Family Providers (1-6 children who are voluntarily licensed: \$100.00

Group Providers (7-12 children) - \$100.00

Center Providers (13 or more children) - \$175.00

Health Inspection: See pages 9-11 in this booklet for more information. You may also find information on the Department of Health and Welfare website.

Criminal History Check: Required for all **owners, operators, employees, volunteers, and all other individuals thirteen (13) years of age or older** who have unsupervised direct contact with children **OR** are "regularly" on the premises—"regularly" is defined as 12 or more hours per month.

Fire Inspection: An on-site review to insure compliance with the following fire safety standards. The fire inspector will determine the maximum number of children permitted in care based on the square footage of the facility. Go to: <http://www.211.idaho.gov/daycare/daycarelicensing.html>, and view the Fire Inspection Checklist and Contact List for your area. Here are a few of the general requirements:

- * Adequate fire and smoke alarms
- * A functional telephone
- * Adequate fire extinguishers
- * Adequate exits
- * Space per child = 35 to 50 square feet
- * Additional requirements on doors, steps; may vary per county
- * Fire safety requirements on fuel storage, wiring or other concerns
- * Fire safety standards for child care centers
- * Within the Idaho law which requires a specific child to adult ratio (see Health & Welfare information for correct ratios)

Fire Department Contacts are listed at <http://www.211.idaho.gov/daycare/daycarelicensing.html>, they are located on the bottom of the page under “Inspection Checklists.”

EXEMPTIONS FROM STATE LICENSING REQUIREMENTS UNDER IDAHO CODE 39-1101:

- * The occasional care of neighbors, relative, or friend’s child/children by a person not ordinarily in the business of child care
- * The operation of a private or religious school for educational purposes for children over four (4) years of age
- * The provision of occasional care exclusively for children of parents who remain on-site in the same building
- * The operation of day camps, programs, and religious schools for less than twelve weeks during the calendar year OR not more than once a week
- * The provision of care for children of only one (1) immediate family in addition to the providers own children

SOME CITY ORDINANCES REQUIRE LICENSURE REGARDLESS OF THE NUMBER OF CHILDREN IN CARE. BE SURE TO CHECK WITH YOUR LOCAL CITY CLERK OR YOUR LOCAL PLANNING AND ZONING OFFICE.

ZONING REQUIREMENTS

City and county governments may have zoning ordinances that may or may not allow child care facilities in certain zones, or have special requirements to follow before a facility is opened. Check with your local city or county **Planning & Zoning Commission** to find out if you need to obtain a permit. Please see pages 9-10 of this handbook for contact information.

WHO TO CONTACT FOR CHILD CARE LICENSING APPLICATION:

STATE ONLY: **DIAL 2-1-1:** Ask operator to send you a packet with instructions for applying for a State Child Care License, or go to <http://www.211.idaho.gov/daycare/daycarelicensing.html> and print a packet.

COEUR D'ALENE: Contact Kathy Lewis @ 208-769-2229

(Contact your individual city/county offices for licensing and/or permit requirements)

THE USDA CHILD CARE FOOD PROGRAM

The U.S. Department of Agriculture provides funding for Child/Adult Care Food Program, which reimburses eligible care providers for meals served to enrolled individuals. This service is an extension of the school hot lunch program, and is managed in Idaho by the State Department of Education Food Services.

To be eligible, a child care provider must:

- * Hold a Basic Child Care License
- * Have enrollment forms signed by parents
- * Be registered with USDA
- * Submit monthly report forms of meals and children served
- * Operate in accordance with USDA policy, which does not permit discrimination because of race, religion, color, national origin, age, sex, or handicap

The primary goal of the food program is to provide proper nutrition for children. This is an important aspect of any child care program. Children need well-balanced meals to meet daily energy requirements while developing healthy mental and physical attributes.

The reimbursement for meals is well worth the paperwork involved. The program also offers a wide selection of free workshops to enrolled providers.

Contact person: Deanna Jeffres, USDA Child Care Food Program Director,
208-664-2562, Ext. 318

THE IDAHO CHILD CARE PROGRAM (ICCP):

ICCP helps low-income families pay for part of their **child care** costs. Assistance is available to families who: meet income guidelines, need child care to work, or attend a job training or education program. These same families must choose a child care provider who is “registered” as a qualified ICCP child care provider to get this assistance.

To become an approved ICCP child care provider it is necessary to:

- ♦ Attend an ICCP orientation
- ♦ Be 18 yrs of age or older
- ♦ Complete a Background Check with fingerprinting through Health & Welfare
- ♦ Not have a physical or psychological condition that might pose a threat to the safety of children
- ♦ Complete a Provider Agreement, a W-9, and the Provider Information Form during orientation
- ♦ Maintain Infant/Child CPR and Pediatric First Aid certification and have a Health and Safety Inspection through their local Health District
- ♦ Turn in all forms at the Orientation
- ♦ Provide a copy of your current Social Security or Employer Identification card.

If the provider lives in an area or operates a program where licensure is required, NO ICCP CHECKS will be issued until the license is secured.

The registration process requires you draw up policies that you will follow (and have available for review) in your home or facility for:

- ♦ **Evacuation** (a drawing of your home or center showing escape exits, where to meet outside in case of an emergency and how often your facility will have drills).
- ♦ **Wellness** (an explanation of how you will handle illnesses in your childcare and what steps you will take to prevent illness from occurring).
- ♦ **Records of Attendance**
- ♦ **Billing Records and Receipts**
- ♦ **Policies regarding Sign-In and Sign-Out procedures**
- ♦ **Sign-in/Sign-Out Records**

Details on requirements for the Health and Safety inspection are reviewed on pages 11-13 of this manual.

Once a childcare provider has become “registered”, the provider may choose to be placed on the ICCP statewide referral list. Lists are given to any parent who calls and asks for information on who provides care for children.

IdahoSTARS provides training to child care providers, covering subjects to encourage quality care in the child care setting such as: child development, appropriate child activities for brain or physical development, marketing, tax strategies, health and safety subjects, curriculum structure and more. **Per Idaho Code 39-1112, four hours of annual in-service training are required for all staff members working at a child care facility, for state licensing purposes.**

Important ICCP Contacts!

Contact the Treasure Valley Processing Center (TVPC) when you:

- ◆ Need to check on the status of your ICCP payment
- ◆ Need to check on the eligibility of a parent

The best ways to contact the TVPC:

1. Email: ICCPUnit@dhw.idaho.gov
2. Phone: 1-877-456-1233
3. Fax: 1-866-434-8278
4. Mail: TVPC
P.O. Box 83720
Boise, ID 83720-0026

Contact the IdahoSTARS Vendor Specialists when you:

- ◆ Need to check on the status of your CPR/FA, Health Inspection, Licensing documentation for ICCP
- ◆ Need to update or change your name, address, phone number, or direct deposit information

The best ways to contact the Vendor Specialists:

1. Email: vendorspecialist@idahoAEYC.org
2. Phone: 2-1-1 or 1-800-926-2588 Idaho CareLine
3. Fax: 208-345-6569
4. Mail: IdahoSTARS—Vendor Specialist
1471 Shoreline Dr. STE 202
Boise, ID 83702-4456

Contact the Region 1 Child Care Resource & Referral office when you:

- ◆ Need to update your child care referral information for our database
- ◆ Need help with the business of child care (i.e marketing, advertising, taxes, food program, etc)
- ◆ Need information on available trainings, professional development system, or lending library
 - ◆ ALL other needs in operating your child care business.

The best ways to contact the Region 1 CCR&R:

1. Email: laguiar@phd1.idaho.gov or jross@phd1.idaho.gov
2. Phone: 2-1-1 or 1-800-926-2588 Idaho CareLine
3. Fax: 208-415-5201
- Mail: Panhandle Health District—CCRC
8500 N Atlas Rd
Hayden, ID 83835





PANHANDLE HEALTH DISTRICT

Healthy People in Healthy Communities



CHILD CARE RESOURCES
8500 N ATLAS ROAD
HAYDEN ID 83835
2-1-1 OR 1-800-926-2588
FAX 208-415-5201

MUNICIPAL REQUIREMENTS FOR CHILD CARE FACILITIES

(latest update 10/26/2010)

This document **is intended only as a summary** of requirements and is not to be considered to be exhaustive or complete. For the most up to date and complete information **each provider of child care is encouraged to contact their municipal authority.** Note: many of these local rules are more restrictive than the State requirements, but when local rules are more restrictive they prevail over the State rules.

Athol- Contact City Hall, 683-2101 – If you are going to care for any child / children for compensation contact City Hall. You will need to follow the State of Idaho's regulations.

Bonner County- Contact Planning, 265-1458 – If you are going to care for more than five children and less than sixteen you would need to get a Conditional Use permit. You will need to follow the State of Idaho's regulations.

Bonnerr Ferry- Contact City Hall, 267-3105 – You need to apply for a one time business license and check to make sure your location is zoned for you to do child care. You will need to follow the State of Idaho's regulations.

Clark Fork- Contact City Hall, 266-1315 - Send a letter to inform the city with what you want to do, the city will check on your zoning location, you would then contact the Fire Department, go before the City council and check with your neighbors. You will need to follow the State of Idaho's regulations.

Coeur d'Alene- Contact City Hall, Kathy Lewis 769-2229 - contact her for more information.

Hauser- Contact City Hall, 777-9315 – You would need to apply for a Home Occupation Permit for home based programs or a Conditional Use Permit for a center. You will need to follow the State of Idaho's regulations.

Hayden- Contact City Hall, 772-4411 – You would need to check with the Building Department and Planning Department to see if you need any permits. You will need to follow the State of Idaho's regulations.

Hayden Lake- Contact City Hall, 772-2161 - Does not allow businesses within the city limits to advertise i.e. signage in front of home. If registered with CCRC it is ok. No commercial businesses are allowed. You will need to follow the State of Idaho's regulations.

Kellogg- Contact the Planning Administrator, 786-9131 - Need to get a Business Use Permit. Fire Hall - 784-1188, need to have an inspection and also follow the State of Idaho's regulations.

Naples- Contact Boundary County Planning & Zoning, 267-7212 – You need to contact Boundary County Planning & Zoning if you are caring for more than eight children. You will need to follow the State of Idaho's regulations.

Oldtown- contact Bonner County Planning Dept. 265-1458. You will need to follow the State of Idaho's regulations.

Osburn- Contact City Hall, 752-0001 – Contact the Zoning Department to let them know you are caring for children and meet their requirements. You will need to follow the State of Idaho's regulations.

Pinehurst- Contact City Hall 682-3721 - Daycare centers would need to contact City Hall to make sure you are in the correct zone area then contact the police department to give emergency contact information. You will need to follow the State of Idaho's regulations.

Plummer- Contact 686-1641. You will need to follow the State of Idaho's regulations.

Ponderay- Contact 265-5468. A Business License is required for any amount of children, call Eric Baker for specifics on Planning and Zoning. You will need to follow the State of Idaho's regulations.

Post Falls- Contact 292-1208. A Business License is required, Home occupation daycare shall provide care to **no more than five (5) children** at any time, **including those...residing on the premises."** You will need to follow the State of Idaho's regulations.

Priest River- Contact 448-2123, You will need to follow the State of Idaho's regulations.

Rathdrum- Contact 687-2700 ext.24, a Conditional Use Permit is required for 6 or more children. You will need to follow the State of Idaho's regulations.

Sandpoint- Contact 263-3370. For Providers caring for 6 children or less, they will need to register their business with the City Clerk. A Conditional Use Permit is required for providers caring for more than 6 children. You will need to follow the State of Idaho's regulations.

Smelterville- Contact 786-3351, they require a Conditional Use Permit in Residential Areas (\$250.00 fee). A provider would need to go to all neighbors within a 300 ft radius and get all names and addresses of people living there, then go to the city council meeting. Any objections from neighbors would be heard there. You will need to follow the State of Idaho's regulations.

Spirit Lake- Contact 633-2131, a Business License is needed for any amount of children, you may also need a Conditional Use Permit. See: www.spiritlakeid.gov, chapter 9 section 8 for specifics. You will need to follow the State of Idaho's regulations.

St. Maries- Contact 245-4122, you will need to follow the State of Idaho's regulations.

Worley- Contact 686-1258, a Variance may be needed, please call. You will need to follow the State of Idaho's regulations.

LOCAL CONTACT INFORMATION

IdahoSTARS—Region 1 Child Care Resource & Referral Office
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8500 N. Atlas, Hayden, ID 83835
Phone: 2-1-1 or 1-800-926-2588
Fax: 208-415-5201

Jennifer Ross, Quality Child Care Consultant: jross@phd1.idaho.gov
Tish Aguiar, Referral Specialist: laguiar@phd1.idaho.gov
Tammy Quinn, Relative and Family Child Care Consultant: tquinn@phd1.idaho.gov

District 1 Health Inspector

Boundary, Bonner, Kootenai, Shoshone and Benewah Counties:

Dennis Wilson, 208-415-5214; dwilson@phd1.idaho.gov

District 1 Health District web page:
<http://www.phd1.idaho.gov/>

<u>IF YOU DECIDE YOU DO NOT WISH TO BE ICCP CERTIFIED, PLEASE CONTACT YOUR HEALTH INSPECTOR SO YOU CAN BE TAKEN OFF THE LIST FOR INSPECTION.</u>

Health Department Inspection Checklist for Child Care

(Page 1 of 2)

Must be **18 years** of age or older / persons (16 or 17 years old) may provide child care as long as they have direct, on-site supervision from a licensed child care provider at least 18 years of age.

Proof of pediatric/infant **CPR/FA** certification.

Comply with your current child-to-staff **Ratios** at all times. (City's may be more stringent)

A written **Illness Policy** for sick children and staff is highly recommended. If a child or child care provider gets a reportable disease they may be restricted from attending or operating the daycare facility.

A copy of every child's current **Immunization Record** including your own children must be available for review. (Properly documented exemptions are allowed).

Functional **Telephone** (city licensing may require a landline) Note: Cell phones must remain on premise during child care hours.

Minimum **2A:10BC Fire Extinguisher**, installed and functional **Smoke Detectors** & minimum **2 Emergency Exits** on every level where child care occurs.

Fire Safety and Evacuation Plans & other items (such as your Daycare License) should be conspicuously posted.

Food must come from an **Approved Source** (no home canned goods with the exception of jams & jellies). Meats must be USDA inspected. **Thaw Food** by using approved method's only (microwave, in refrigerator, or in sink under continuous running cold water).

Food Handling (use gloves, tongs, utensils, paper towels) **Minimize Bare Hand Contact with Ready to Eat Food.**

A **Sanitizing Solution** **MUST** be used for all food contact surfaces (counter tops, tables, hi-chairs and mouthed toys). Approved sanitizers are Household Bleach (sodium hypochlorite) or Quaternary Ammonia.

A **Dishwasher or 4-step method** **MUST** be used. A sanitizing tub **WILL** be required using the 4-step method if provider does not have a 3-comp sink. (Wash, Rinse, Sanitize and Air Dry on drying rack, not a towel)

Sharps such as knives, scissors, pizza cutters, ice picks must be locked or kept out of reach of children. **Utensils** must be stored in a way to prevent contamination.

Functional **Thermometers** for every refrigerator (must maintain temperature of 41°F or below).

Avoid **Cross Contamination** by storing raw meats and eggs below ready to eat food. Must avoid dripping/spilling/leaking of raw meat juices in refrigerator. Segregate according to cook temperatures. Do not stack ready to eat food directly on top of raw meat or eggs. **DO NOT STORE FOOD ON FLOOR**, under chemicals or sewer lines.

Health Department Inspection Checklist for Child Care

(Page 2 of 2)

Any **Hazardous Substance, Materials or Medicine** **MUST** be stored out of reach of children or be locked (child locks acceptable).

All **Garbage Receptacles must have lids or covers** or may be stored inside of a cabinet or closet and should be removed daily.

Private Well's will be tested for water quality. **Septic Systems** must be functional and in compliance with current rules.

Running Hot & Cold water, **Paper Towels and Soap** **MUST** be available for hand washing at all times.

Cleanable Pad/Surface available for diapering children and **MUST** be sanitized after every diaper change. Never change diapers in kitchen area or where food preparation may occur.

Firearms and Weapons must be stored in a locked container or gun safe. (Matches & lighters must be stored out of reach of children).

Any **Water Hazards** such as ponds, canals, pools, ditches, hot tubs and other bodies of water **MUST** be inaccessible to children. Preventing access may require a fence that is at least four feet in height, self closing gates, locks or covers that lock. (No more than a 4 inch gap is allowed in fencing material).

No **Smoking or Alcohol** consumption is allowed on the premise/property during operating hours when children are present.

Sleeping and Play Areas, Restrooms and Fixtures shall be maintained in a safe and sanitary condition.

The facility must have adequate **Heat, Light and Ventilation**. A fireplace or wood-burning stove shall be protected on all sides to prevent children from accessing them.

Outdoor Play Area's must be free from hazards and animal waste. If adjacent to a busy roadway or other hazards, a fence in good repair is required at least 4 feet high with no more than a 4 inch gap in the fencing material. **Toys and Play Equipment** must be free from rough edges and sharp corners, and be of substantial construction.

Any **Pet or Animal** present at the facility must be in good health and show no evidence of carrying disease along with being a friendly companion of children. The operator must maintain the animal's vaccinations and have records available for review upon the Inspector's request.

General Safety —ensure there are covers on electrical outlets, no exposed light sockets, electrical cords (must be in good repair), substantial railings for balconies and stairways, gates for stairways (for children less than 3 years of age), no access to hazardous machinery or power tools, no choking hazards accessible to children (less than 3 years of age) including but not limited to balloons, objects less than (1) inch diameter, plastic bags, etc...



CHILD CARE RESOURCE AND REFERRAL LENDING LIBRARY

WE HAVE TOYS!



WE HAVE BOOKS



WE HAVE TRAINING VIDEOS/DVD's



MEMBERSHIP FEE: \$20.00 PER YEAR
CALL AHEAD TO SCHEDULE YOUR TIME TO COME IN AND VISIT OUR LIBRARY!

8500 N. Atlas □ Hayden ID 83835 □ 2-1-1 or 1-800-926-2588

Hours of Service: Monday – Friday 8:00 am – 5:00 pm

OR BY APPOINTMENT

(Please call ahead to be sure we are in the office before visiting the library)